

CITY OF BOERNE

RESIDENTIAL BUILDING PLAN CHECKLIST

I. At the time building plans are submitted to our office the following are required:

- A. ☐ Two complete sets of plans done in ¼ -inch scale, including...
- B. ☐ Site or plat plans
- C. ☐ Electrical plans
- D. ☐ Plumbing plans
- E. ☐ Mechanical plans
- F. ☐ RESCheck for energy code compliance, which includes:
 - a. 2006 IECC edition
 - b. Heating days code for Boerne of “2149”
 - c. Boerne as listed city
 - d. Street address
 - e. Signature of person who ran the RESCheck
- G. ☐ Roof plans (for houses with tile roofing only)
- H. ☐ Residential building permit application
- I. ☐ Plan review fee is due at the time plans are submitted.

ONLINE INFORMATION: RESCheck information can be downloaded from **www.energycodes.gov** and the city website is **www.ci.boerne.tx.us**. The building permit application can be downloaded from there or can be picked up in our office.

**ALL OF THE ABOVE MATERIAL MUST BE INCLUDED FOR
PLANS TO BE ACCEPTED FOR REVIEW IN OUR OFFICE.**

RESIDENTIAL REMODELS

The following type of projects fall under the category of “residential remodels” for purposes of writing a permit and calculating fees that go along with these projects:

1. Remodels and additions to existing homes
2. Decks, gazebos, carports, garages, porches and patios
3. Swimming pools
4. Storage sheds (permanent and temporary/moveable)

Fees: Permit fees are calculated by valuation of work for these projects, not by square footage. This includes materials and labor costs.

Requirements for applying for a permit:

1. Residential building permit application
2. Site or plat plan
3. Two sets of 1/4-inch scale plans for larger projects that are using an architect/engineer or 2 hand-drawn sets of plans for smaller jobs drawn up by the owner on plain paper.
4. Smaller jobs can pay the impact fees rolled in together with the permit fee at the time the plans and permit are released.

DEMOLITION

Requirements for applying for a permit:

1. Utilities must be turned off and removed by the Public Works Department before we will issue a permit.
2. A licensed plumber will also need to pull a plumbing permit to cap the sewer before we will issue a permit as well.
3. Residential building permit application

Fee: Residential demos have a flat rate fee of \$25.00

FENCING

Requirements for applying for a permit:

1. Residential building permit application and copy of site or plat plan with drawing on it for fence placement. Replacing worn fencing with new requires a permit.

Placement of fencing: Fencing placement in front of the house going towards the street must be 4 ft or under. Fencing going from the front of the house down the sides into the back yard can be 6 ft or higher. (Fencing over 8 ft tall can fall over in windy weather.) See page 8 under Building/Framing #3 for further information on fencing over easements.

Fee: The fencing fee is a flat rate of \$15.00

CODE ENFORCEMENT OFFICE INFORMATION

Office Hours

Monday through Friday
8:00 a.m. – 5:00 p.m.

Building inspectors/Code Enforcement Officer are out of the office during on-site inspection hours (see below). Please call the office if you wish to leave a message for them via the permit clerk or their voice mail. If you wish to schedule a meeting with them, please call ahead to reserve a specific time frame.

On-site inspection hours:

Monday through Friday
9:00 a.m. – 11:00 a.m.
2:00 p.m. – 4:00 p.m.
Or by special appointment

Code Enforcement Phone & FAX Number:

Direct Dial Line: 830-248-1529
Fax: 830-249-7202

Code Enforcement Staff

Chief Building Inspector – Jesse Aguirre
Building Inspector – Sean Skaggs
Code Enforcement Officer – Betty Kwasneski
Code Enforcement Clerk – Becky Milliner

BOERNE BUILDING CODES

International Building Code – 2006 Edition

International Residential Code – 2006 Edition

International Plumbing Code – 2006 Edition

International Mechanical Code – 2006 Edition

National Electric Code – 2005 Edition

International Fire Code – 2006 Edition

International Fuel & Gas Code – 2006 Edition

REGISTRATION & LICENSING INFORMATION

The City of Boerne does not issue city licenses to contractors. A license issued by the State of Texas is required for registration of all subcontractors.

FEE: The City of Boerne does not charge a registration fee.

First-time registrations are not accepted online, via fax or by mail and first-time permit applications must be pulled by the master license holder. Exception: Master plumbers may register online, via fax or mail per changes in state plumbing code on 9/1/09.

MULTIPLE REGISTRATIONS: If you are licensed in more than one field and would like duo registration with us, please bring both cards with you to our office.

REGISTRATION UPDATES

Registration updates are accepted by mail or fax as long as the copies of the updated I.D.'s are legible.

WHO MUST REGISTER?

1. All general contractors.
2. All master electricians, plumbers and HVAC contractors. For contractors holding master licenses, the master must come in person to register with our office and present the appropriate identification, sign and date the registration form. If the master wishes to have one of his employees pull permits for him under his license, then he must fill out the authorized personnel section at the bottom of the registration form and sign and date it. Master plumbers – read exception clause at top of this page, third paragraph.

The state of Texas requires that all state-licensed persons carry their licensing information on them at all times and are required to produce their license for the building inspectors upon request. Failure to do so will result in the job being shut down until such time as everyone on the job site can produce current licensing information.

WHAT DOCUMENTS ARE NEEDED TO REGISTER?

1. **General Contractors**
Valid TX driver's license.
2. **Master Electricians**
Valid TX driver's license
Master electrician license
Electrical contractor certificate
Certificate of liability insurance made out to the City of Boerne, 402 E. Blanco, Boerne, TX 78006.
3. **Master Plumbers**
Valid TX driver's license
Master plumbing license
Liability insurance will be verified with TX State Plumbing Board at time of registration per 9/1/09 changes in state requirements
4. **Master Mechanical Contractors**
Valid TX driver's license
Master air conditioning and refrigeration license
Certificate of liability insurance made out to the City of Boerne, 402 E. Blanco, Boerne, TX 78006.
5. **Lawn sprinkler, Backflow Tester, Fire Sprinkler/Fire alarm contractors**
Valid TX driver's license
Landscape irrigator's card
Backflow prevention assembly tester card
Fire sprinkler or Fire alarm RME card.

No certificate of liability insurance is required at this time for general contractors, lawn irrigators, backflow testers or fire sprinkler/alarm contractors.

PERMIT APPLICATION REQUIREMENTS

What work requires permits?

Individual permits are required for all structural work other than minor repairs. This includes work involving new and remodel (finish out) for residential & commercial buildings, decks, roofing, sheds, fences, swimming pools, plumbing, electrical, mechanical and all signs and banners except for garage sale signs. If you are in doubt as to whether or not a permit is required, please contact the Code Enforcement Office at City Hall via our direct dial line of (830) 248-1529.

OUTSIDE CITY LIMIT REQUIREMENTS

The City of Boerne requires that any utility provided by the City of Boerne to a customer residing OUTSIDE the city limits MUST obtain permits and comply with the city's building codes (see page 2).

INSPECTION GUIDELINES

Technical information and inspections may be requested by calling our office (830) 248-1529, Monday through Friday at the hours listed in the Code Enforcement Office Information sheet on page 3.

The City reserves a 24-hour notice on all inspections; inspections will be made as soon as practicable. Inspection times are given as guides only. Due to the possibility of on-site job problems that can and do occur while our inspectors are in the field conducting inspections, assigned inspection times can vary. Please check with the permit clerk if a problem occurs with your assigned time and if a timing conflict is occurring, we will try to re-schedule your inspection for another date or time.

This page is meant to assist you in preparing for inspections. It was prepared for your convenience and as a helpful tool for some of the more frequently cited problem areas that our building inspectors observe.

JOB ADDRESSES: The job address must be posted in a prominent location and be of adequate size so as to be easily read from the street. If the address is not posted, no inspection will be made and a re-inspection fee will be assessed and is to be paid before the next inspection.

Pre-pour requirements:

1. **Form survey** by a licensed surveyor is required to be in our office BEFORE a pre-pour inspection will be scheduled.

Building/Framing requirements:

1. **Engineer's letter (foundation letter).** Required to be in our office prior to scheduling a framing inspection. It can be faxed or emailed to us at bmilliner@ci.boerne.tx.us.
2. **Setbacks.** Be sure to check the Boerne Zoning Ordinance online for proper front, rear and side yard setbacks.
3. **Easements.** Ensure that buildings are clear of all easements and that fences across easements are fitted with gates or removable panels. Gates must be 15 ft wide or as wide as the easement.